

SCUGOG MEMORIAL PUBLIC LIBRARY
BOARD MEETING MINUTES

Thursday, February 17 at 7 pm (Online Meeting)

Present: Debbie Watson (Chair), Donna Ankrett, Janna Guido, Colleen Simpson, Christy Stone-Curry, Louise Bardswich, Bonnie Bunting, Mark Lewis

Regrets: Catherine McGuigan

Secretary/Treasurer: Amy Caughlin, CEO, Scugog Memorial Public Library

Recording Secretary: Sarah White, Manager of Public Services, Scugog Memorial Public Library

Meeting called to order at 7:04 pm.

1. **Additions to and Approval of Agenda:**

5.4. Update on Wifi Hotspots was added to the agenda

2022-06 MOVED by Bonnie Bunting, SECONDED by Christy Stone-Curry, that the Agenda be approved as amended

CARRIED

2. **Disclosure of Conflict of Interest:** No conflict of interest was declared.

3. **Consent Agenda:**

2022-07 MOVED by Donna Ankrett, SECONDED by Mark Lewis, that the Consent Agenda be approved

CARRIED

4. **Committee Proposals Requiring Discussion and Items Removed from Consent Agenda:**

4.1. Treasurer's Report:

4.1.1. Monthly Financials

2022-08 MOVED by Janna Guido, SECONDED by Colleen Simpson, that the Treasurer's Report be accepted

CARRIED

4.2. CEO & MPS Highlights Report:

4.3. Farndale Gallery Update: Amy reported that the exhibitions will go on as planned, but there will be no opening receptions.

5. **Business Arising from the Minutes:**

5.1. **Covid Update:** Amy reported on the current status of staff cases and indicated that there are plans in place to resume regular in-person programming following the March Break. March Break programming will be a mix of in-person and online activities.

- 5.2. **Operating Budget:** Amy reported that there had been no further questions or comments from Council at the last review of the 2022 Operating Budget and final approval is slated for the next Council meeting on February 28th.
 - 5.3. **Library Board Recruitment:** The Library Board reviewed the document of steps for recruitment that Bonnie developed, which was included in the meeting package. Also included in the package were the materials currently used in the Library Board recruitment process. The Library Board discussed timelines and strategies for Library Board succession, including a discussion of skills needed as well as methods for recruitment which may remove barriers and ensure the Library Board is representative of the broader community. All Library Board members are asked to send an email to Bonnie outlining what they believe to be the essential skills necessary for the Library Board.
 - 5.4. **Wifi Hotspot Lending:** The Wifi Hotspots are circulating well, with all units always in use and generally with a manageable waiting list, which maximizes circulation but also ensure the patrons can access them in a timely manner when they place the units on hold. Amy is currently working to set up the Chromebooks, which will require the setup of a specific configuration that allows for privacy and security for users, without significant staff interventions between circulations.
6. **New Business:**
- 6.1. **Policy Review: B19 – Library Board Recruitment and Succession Planning:** Members reviewed the existing policy, with focus on the term limits (2) for Library Board members. The Library Board bylaw will need to be referenced to confirm this limitation, so further discussion was deferred to the March 2022 Library Board meeting.
7. **Date of Next Regular Meeting** – Thursday, March 17, 2022 at 7 pm (via Zoom)
 8. **Adjournment** - The meeting was adjourned at 8:02 pm on a motion by Christy Stone-Curry